

## Answer to Complaint

This process shows the steps and screens required for attorneys to docket the answer to a complaint in an adversary case.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

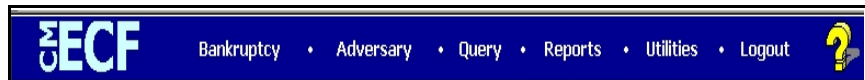


Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the Answers... hyperlink.

**STEP 3** The next screen lists two menu selections for Answers. (See Figure 3.)

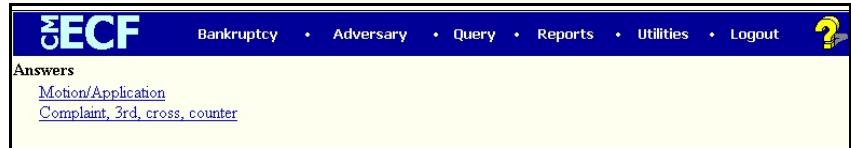


Figure 3

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- ◆ For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

**NOTE:** If this answer includes a third-party complaint, cross-claim, or counterclaim, that is covered later in this event.

**STEP 4** The **CASE NUMBER** screen displays. (See Figure 4). The system will display the number of the last case you accessed in this session.

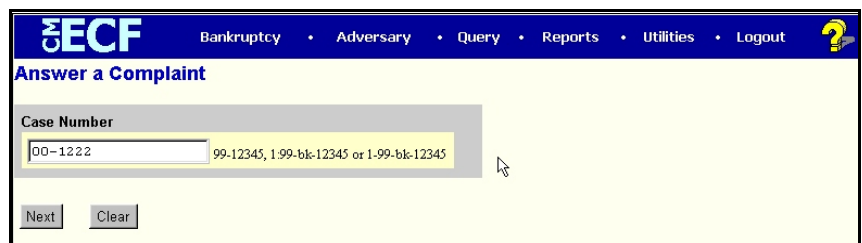
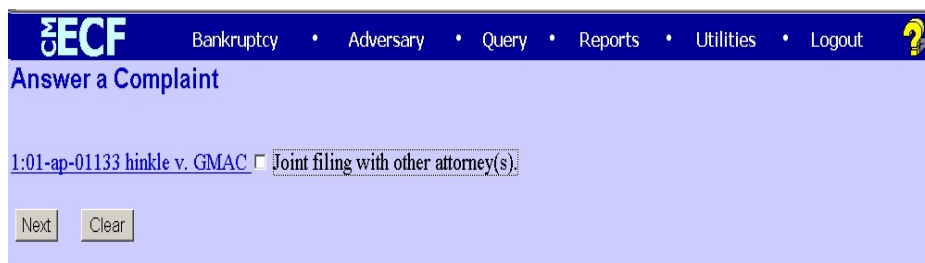


Figure 4

- ◆ If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.
- ◆ Click **[Next]**.

**STEP 5** The system will then display a screen to verify the event and case you are docketing. (See Figure 5.)

- ◆ If the case information is correct, click **[Next]**.



**Figure 5**

**STEP 6** The screen displays to select your party screen, you may or Add/Create New Party, click on next. (See Figure 6)



**Figure 6**

**STEP 7** This screen displays if you are filing jointly with another attorney. Click NEXT. (See Figure 7)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

### Answer a Complaint

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☐ GMAC, (cr:df) represented by Parrish, E. (aty)

Next Clear

Figure 7

**STEP 8** The **COMPLAINT** screen displays. (See Figure 8)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

### Answer a Complaint

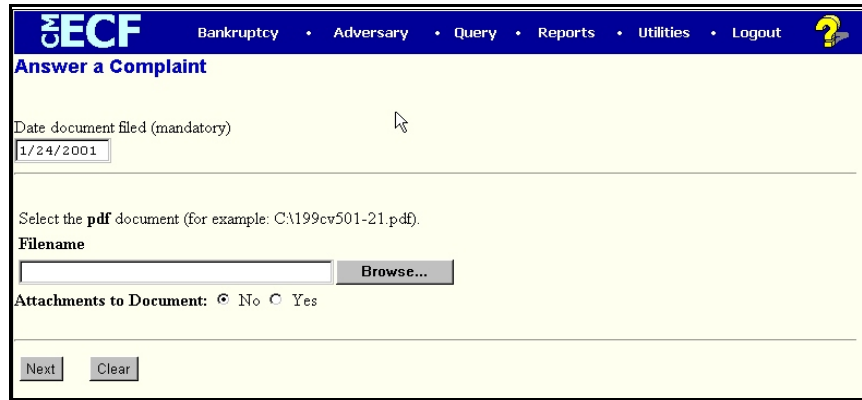
Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	09/01/2000	<a href="#">1</a>	Complaint by Financial Services, Inc. against Dale A. Daniels. Receipt Number CC, Fee Amount \$150. (Ledford, Kerry) (Entered: 01/25/2001)
<input type="checkbox"/>	09/27/2000	<a href="#">2</a>	Summons Service Executed on Dale A. Daniels 9/27/2000. (Ledford, Kerry) (Entered: 01/25/2001)

Next Clear

Figure 8

- ◆ This screen displays the pending complaints in the case. Click in the check box, as shown, to indicate which complaint this answer should be related to, then click **[Next]**.

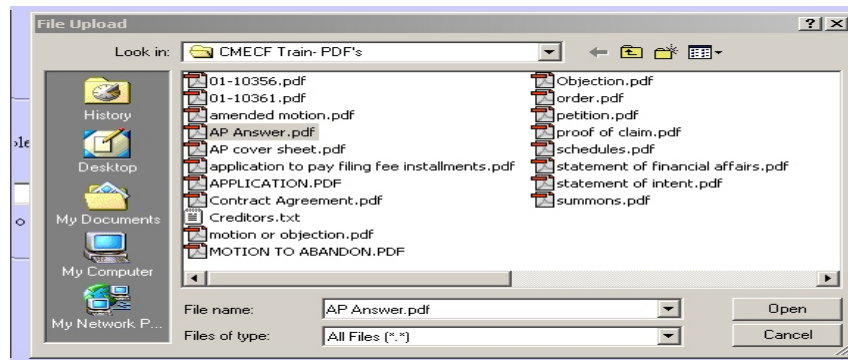
**STEP 9** The **DATE FILED AND PDF DOCUMENT** screen displays. (See Figure 9a.)



**Figure 9a**



The current date is displayed in the **Date Filed** box.



- To backdate this filing enter the correct date in the format mm/dd/yyyy or mm/dd/yy, including the forward slashes

**REMEMBER:** Browse out to where you have stored your PDF files and if NETSCAPE change file type to ALL FILES, if INTERNET EXPLORER, your file type will automatically default to ALL FILES.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b)

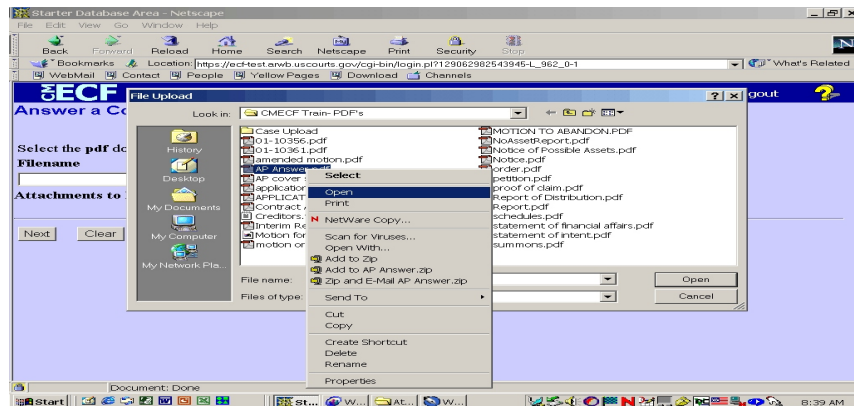


Figure 9b

- If you right click on the pdf, this will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct, close and click open bottom right of screen.
- The system will enter the path and name of the PDF document selected into the Filename field of Figure 9a. Click **[Next]**.

**STEP 10** The next screen provides secondary complaints to be addressed. (See Figure 10) This screen provides the option of combining the answer with another claim.

Figure 10

- ◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box. Click **[Next]** to continue.

- ◆ If this answer contains no other claims, ignore the check boxes and click **[Next]** to continue.

**NOTE:** If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

**STEP 11** The **FINAL TEXT EDITING** screen displays. (See Figure 11)

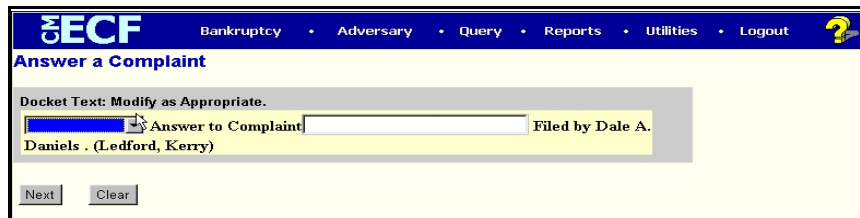


Figure 11

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet.
- ◆ To abort or restart the transaction, click on the [Bankruptcy Events](#) hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet. When the docket text is correct, click **[Next]** to continue.

**STEP 12** The **FINAL DOCKET TEXT** screen displays. (See Figure 12)

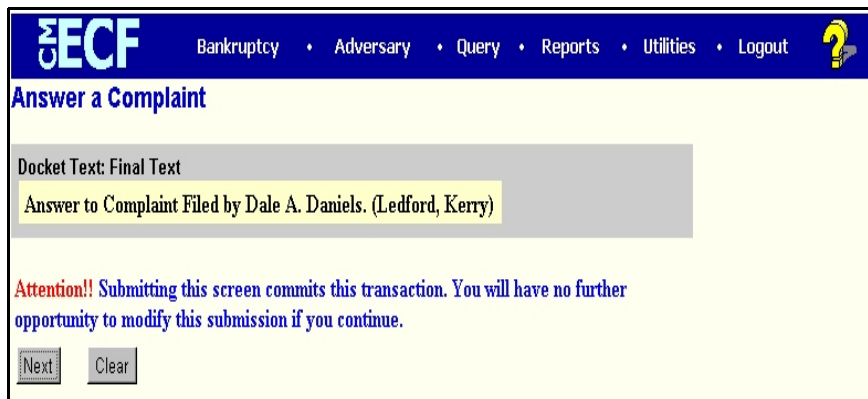


Figure 12



If the event is correct, click **[Next]** to continue.

**STEP 13**

The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 13)



**Figure 13**

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer was submitted by this defendant.
- ◆ Clicking on the case number hyperlink, [01-1133](#), will display the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.